

The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Under the direct supervision and mentorship of the Human Resources Coordinators and general guidance from the Director of Human Resources, the Human Resources Student will have the opportunity to assist the HR Team with various aspects of Human Resources as well as receive hands-on experience with various HR functions and practices.

Key Responsibilities include: Assist with full-cycle recruitment including: recruitment advertising, resume maintenance, interview preparation and scheduling, reference checks, applicant responses. Prepare hiring paperwork and packages and informs all pertinent parties of new hires. Scheduling new hire orientations. Assisting with the coordination of performance appraisals. Research recruitment initiatives and programs. Records management. Assisting with health, safety and wellness initiatives. General Human Resources administration as required.

Preferred candidates will have completed at least one year of an Undergraduate degree in Business or Human Resources or Post-Graduate Certificate in Human Resources. High degree of initiative and ability to deliver results. Strong interpersonal skills. Excellent communication skills, both written and verbal. Collaborative team player with ability to work independently. Computer literacy utilizing the Microsoft Teams and Office Suite (Word, Outlook, Excel, PowerPoint, Access, Outlook) as well as Adobe.

Please note that COVID-19 may impact the number of positions required as well as start date.

Rate of Pay: \$16.35/ hour

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is April 21, 2021.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.